

Certification is granted for a two year period. It may be renewed by recertification, a process designed to assist the CPS in maintaining and expanding competence. If your certification has lapsed, you must file for an extension (see Extension Policy below), otherwise your certification will expire. After the 120 day maximum extension period available, but before one year after your certificate has expired, you may reactivate your certification by submitting a completed recertification application and a \$50 reinstatement fee in addition to the recertification fee.

***All CPS must complete 6 hours of Ethics continuing education as a part of their 40 hours of continuing education, in order to renew their certification.
MHACBO will accept virtually all counseling related Ethics courses.
Suicide Prevention is required as of July 2021 per HB2315***

1. The recertification applicant must demonstrate 40 clock hours of prevention continuing education. This can be a college course work, workshops, in-services, trainings, or classes.
2. The recertification applicant must complete the Record of Training Education and attach all certificates or transcripts. Only training hours recorded on the log form accompanied by a certificate will be accepted. Program schedules, syllabuses, flyers will not be accepted.
3. Ethics courses do not have to be prevention based. You may only use 6 hours of non-prevention based ethics towards your 40 hour renewal requirement. Any ethics beyond 6 hours must be prevention specific to count towards your hour total.
4. Continuing Education hours do not necessarily have to be MHACBO approved

EXTENSION POLICY

Any CADC (CADC I, CADC II, CADC III) wishing to acquire an extension on expiring certification, can request an extension by going to <https://mhacbo.org/en/forms-info/forms/>. A no charge 30 day extension will be granted upon request. An additional 90 days (for a total of 120 days of extension from expiration of the certificate), may be granted at a cost of \$50.